

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Minutes – December 21, 2015
Approved January 4, 2016**

Staff Present: Bruce Johnson, Roger Becker, Michael Borek, Wendy Pinkham, Phil Mitchell, Rob Wolinski, Emmett Bean and Leslie Palmer

Public Present: Sue Roberts, Nanci Schofield, Mike Schofield, Bob Pearson, Richard Inman, Erin Darrow, Tim Riel

Chairman Johnson opened the meeting at 6:30 PM.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Selectman Becker moved to accept the 12/07/2015 Select Board minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Selectman Borek moved to accept the 12/14/2015 Select Board Work Session minutes as written. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Selectman Becker moved to accept the 12/07/2015 Select Board non-public session I minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Selectman Becker moved to accept the 12/07/2015 Select Board non-public session II minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- The Select Board accepted the resignation of Mike Greenwood to the Refuse Disposal Committee and thanked him for his work.
- Chairman Johnson moved to appoint Barbara Corliss to the Refuse Disposal Committee for a three year term. Selectman Becker seconded the motion. All in favor, the motion was approved.
- The Select Board accepted the resignation of Brenda Silver to the Trustees of the Trust Funds and thanked her for her years of service. The Select Board will appoint someone to fill the remaining two years of her term.
- On behalf of Dot Haskins representing the Grange, Administrative Assistant Palmer confirmed the dinner for the February 2nd Public Hearing and also received permission from Moderator Bob Pearson for the Grange sell refreshments upstairs before and after the Town Meeting on March 12th.
- Chairman Johnson moved to grant Copart a 90 day Junkyard License with the understanding that Copart will continue to work with the Planning Board to approve a Site Plan. Selectman Becker seconded the motion. All in favor, the motion was approved.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Select Board signed the payroll and accounts payable manifests and the voided check register. The Board approved payment of PO #31 to Granite State Police Career Counseling, Inc. for \$289.00 for Leadership Development Training for Lt. Mitchell.
- The Select Board approved paying Webster's portion of the Fairbanks Scales invoice for the purchase of new scales at the Hopkinton Transfer Station, at a rate of 20% of the total due. Because Webster is paying 20% as opposed to the requested 25% of the invoice, Administrator Pinkham will contact Hopkinton prior to sending payment. The percentage that Webster owes for expenses beyond normal operating costs is currently being researched for accuracy. Chairman Johnson moved to approve payment to Fairbanks Scales for the purchase of new scales at the Hopkinton Transfer Station for \$15,320.40, which represents 20% of the total invoice. Selectman Becker seconded the motion. All in favor, the motion was approved.

Police Lt. Phil Mitchell presented or advised the Board of the following:

- 41 calls for service in the last two weeks.

Fire Chief Rob Wolinski presented or advised the Board of the following:

- 155 calls for service, year to date; 7 EMS calls in the last two weeks.
- A-1 is out for repairs through Wednesday; a quote to repair the ambulance in order to pass inspection is being prepared.
- The Smokey the Bear sign has been taken down for the season.
- Chief Wolinski is working on his year-end report for inclusion in the Town Report.

Erin Darrow, Right Angle Engineering:

Erin Darrow from Right Angle Engineering met with the Select Board to discuss ongoing road projects and projected costs.

- Bashan Hollow: To complete the road alignment and culvert replacement, she estimated that remaining engineering costs would be approximately \$8,000 and construction would cost approximately \$22,250. With an added 10% contingency, she estimates the project will cost \$35,000 to complete.

- White Plains Rd: Ms. Darrow applied for a FEMA grant for the White Plains Rd culvert replacement. The town should find out if the grant has been approved in January. If the grant is approved, the Town's portion of the project cost would be \$76,800.
- Pond Hill Rd: Ms. Darrow had applied for a Moose Plate Grant to pay for engineering costs related to Pond Hill Rd for storm water runoff management planning and sediment pollution removal. However, the grant was not awarded. Ms. Darrow and Road Agent Emmett Bean will provide cost estimates to the Board after the Christmas break.
- Salt Shed: Ms. Darrow addressed the Board to propose a new project for consideration. Discussed was the re-alignment of the road in order to allow for sand to be placed closer to the road and away from the water. She estimated that engineering and permitting would cost approximately \$7,830.
- Clothespin Bridge: The deterioration of the bridge was discussed. The town is expecting the results of the latest inspection report within the month. In the meantime, Ms. Darrow will contact Steve Liakos from NHDOT about meeting to look at the bridge in order provide posting recommendations.
- Dingits Corner: Ms. Darrow asked the Board if they would like to consider plans for drainage improvements at this location. The Board will look at Dingits Corner down the road as part of the the next tier of projects to be considered.

Based on the information provided, the Board will continue to work on drafting special warrant articles related to these projects for consideration at Town Meeting.

Budget Work Session:

Work continued on the budget. Fire Chief Wolinski reviewed his department's budget and some line items were updated based on his recommendations.

The Board approved payment of Right Angle Engineering invoices:

Board Motion: Chairman Johnson moved to request that the Trustees of Trust Funds issue a check in the amount of \$905.00 payable to Right Angle Engineering, PLLC from the Bridge and Culvert Improvements Capital Reserve Fund, Account #780187829, to pay for engineering and design work related to the White Plains FEMA Grant Application. Selectman Becker seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Johnson moved to request that the Trustees of Trust Funds issue a check in the amount of \$1,520.00 payable to Right Angle Engineering, PLLC from the Bridge and Culvert Improvements Capital Reserve Fund, Account #780187829, to pay for preliminary engineering work related to Bashan Hollow Rd. Selectman Becker seconded the motion. All in favor, the motion was approved.

Board Motion: Chairman Johnson moved to request that the Trustees of Trust Funds issue a check in the amount of \$1,105.00 payable to Right Angle Engineering, PLLC from the Bridge and Culvert Improvements Capital Reserve Fund, Account #780187829, to pay for permitting related to the Deer Meadow Culvert Replacement. Selectman Becker seconded the motion. All in favor, the motion was approved.

Public Comment:

- Sue Roberts asked if the current ambulance were to be repaired instead of replaced, could the money come out of the same Capital Reserve Fund. The wording related to the original intent of the fund will be looked at to determine if this is possible. Also discussed was the possibility of changing the wording of the fund by vote at Town Meeting to include repair costs.
- Bob Pearson asked about the Police Chief recruitment and the decision to hire a full time Chief. Selectman Becker responded that a Police Search Committee will be formed in an effort to gather public input as to the hiring of a Chief, full or part time, which will make a recommendation to the Select Board as to the process of moving forward. Mr. Pearson asked if a policy exists regarding the Select Board's responsibilities relative to the Police Department. Select Becker indicated that there is one (available on the Town's website). He also asked if the Police Search Committee has a directive. Selectman Becker indicated that it does; a copy will be provided to Mr. Pearson and Ms. Roberts.
- Nanci Schofield noted that in choosing members of the Police Search Committee, it would be helpful to look at newer residents for unbiased judgement.
- Mike Schofield also recommended looking at newer residents to gather new thoughts and opinions. He is interested in serving on this Committee. Chairman Johnson expressed his appreciation for new people wanting to become involved as it is typically difficult to find new people to contribute to the Town.

The purchase of digital phones for the Town Hall and Safety Building will be considered again in next year's budget.

At 9:16 PM, Selectman Becker made a motion to adjourn; seconded by Selectman Borek and approved.

Respectfully Submitted, Leslie M. Palmer